

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

Deposit of Public Moneys Policy

**SECTION 5.20.2
PAGE 1 OF 1**

Purpose:

Sandusky County will secure and deposit all public moneys received in a timely manner and in compliance with Section 9.38 of the Ohio Revised Code.

Definitions:

Public Moneys- Any cash, checks, credit card receipts, and electronic transfers

Procedure:

- A. Public money received by Sandusky County Offices will be deposited with the Treasurer's office or properly designated depository on or before the next business day following the day of receipt when the total amount is one-thousand dollars (\$1,000) or greater.
- B. Public money received by Sandusky County offices less than one-thousand dollars (\$1,000) will be safeguarded by securing them in a locked enclosure. In such cases, the deposit with the Treasurer's office or properly designated depository may be delayed until the third business day or when the amount on hand reaches an amount equal to or greater than one-thousand dollars (\$1,000).